

CONFIDENTIAL

19 December 1956

MEMORANDUM FOR: Chief, Plans and Policy Staff

25 YEAR RE-REVIEW

SUBJECT: Weekly Activities Report #51
13 December through 19 December 1956

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Intelligence Orientation

(1) The staff of Introduction to Intelligence met on 12 and 13 December to review the content of the various seminars. After considerable discussion it was decided that there will be three two-hour seminars on the American Thesis instead of the previous two three-hour seminars; that each student will present a five-minute discussion on a topic selected at random from a prepared list; and that the seminar "Intelligence Cycle" will be reworked and used for a final review problem.

(2) On Monday, 17 December, the staff of Introduction to Intelligence met for two hours to listen to an informal briefing by Mr. [] Briefing Officer, FI, on the functions of FI/Requirements as they relate to the handling of collection requirements levied upon the Clandestine Services and the dissemination of OS reports.

(3) On Tuesday, 18 December, Mr. [] and a representative from the Office of Security, Mr. [], to test the emergency exits from the R & S Auditorium. Four of the five exits were in working condition. The door nearest the stage on the north side of the Auditorium was completely jammed. It was finally opened after considerable battering. Mr. [] will officially request that this door be placed in working condition immediately.

b. CIR Orientation Officer

(1) At the request of Dr. [], the subject of attendance at the Dependents' Briefing was brought up at the DO/S Staff meeting on 13 December. Mr. [] strongly endorsed the program and at his directive, Mr. [], Executive Officer/DDP, sent a memorandum to all Chiefs of Senior Staffs and Area Divisions calling their attention to Mr. [] desire that dependents be briefed before they go overseas.

(2) On Monday, 17 December, the CIA Introduction Program was held for 40 people.

CONFIDENTIAL

~~SECRET~~

CONFIDENTIAL

25X1
25X1
25X1 (3) Mr. [] attended the Security Indoctrination given by Mr. [] of the Security Office. The briefing is both interesting and realistic. Mr. [] will attend the next CIA Introduction in order that the Security Indoctrination and the CIA Orientation may be related and coordinated.

(4) Since there were only 17 Junior Foreign Service Officers in the December class, they attended the regular Departmental Briefing conducted on Tuesday, 18 December. Fifty-five people were in attendance.

25X1 (5) On Tuesday evening, 15 January 1957, Mr. [] will present a lecture on intelligence at the University of Maryland. The lecture is sponsored by the University's Government and Politics Club and will be open to the student body.

25X1 (6) Mr. [] has submitted an article on the Dependents' Briefing for inclusion in the January OTR Bulletin.

c. Management Training

25X1 (1) Basic Management #30 (GS 11-13) is now in its second week. Miss [] was in charge of the course during Mr. [] absence on Monday. 25X1

(2) Following up an opening provided by D/TR, we contacted the FE Division in regard to the about-to-be-cancelled presentation for FE. A tentative appointment with Mr. [] on Monday was changed to Friday, 21 December. Owing to repeated delays by FE, the dates for the course are now uncertain. 25X1

25X1 (3) On 17 December, Mr. [] Training Officer for the Office of Logistics, paid a one-day visit to the Army Logistics Management Center at Fort Lee, Virginia. Mr. [] were able to talk to the Commanding General, the senior civilian Training Advisor, and to various members of the staff, and to witness a class presentation. Both Mr. [] were impressed favorably by the quality of the instruction and by the quality of the facilities available. (The physical facilities were reported as generally superior to our own, either here at Headquarters or at the Training Site.) Both agree that some members of Logistics and possibly of other Agency components should be enrolled in one or more of the courses offered. A complete report for OTR will be filed by Mr. [] 25X1 25X1

d. Intelligence Training

25X1 (1) Mr. [] held discussions on 17 December with Mr. [] of OBI with a view to incorporating in the Intelligence Techniques an exercise on the production of an NIS. He has promised to look into the material available and to cooperate in working up such an exercise in time for the next course on 18 February. 25X1

CONFIDENTIAL

S-E-C-R-E-T

25X1 (2) [] discussed content of the proposed new course, Intelligence Research (Maps), with the Acting Chief, Intelligence School and the Executive Officer, OCR.

25X1 (3) [] and other members of the A & E Staff to discuss evaluation of students in the class problems. Another meeting is planned.

(4) The course starting date has been postponed from 21 January to 28 January to avoid competing with anticipated Inauguration Day celebrations.

(5) The final meeting of the lecture series on the Indian Sphere of Influence will be held on Friday in 117 Central. A panel of Agency and State personnel will discuss the question, "India: East, West or Neutral." These lectures have been received enthusiastically and representatives of many IAC agencies have attended.

e. Administrative Training

25X1 (1) [] reported on 7 December, to replace
25X1 [] who is advancing to the Training Assistant
25X1 position. [] present Training Assistant, will become Assistant Registrar.

25X1 (2) [] spent two days [] covering Finance Policies and Procedures in the 16-week course.

f. Reading Improvement

25X1 [] of the Management Staff, [] and
25X1 [] visited [] on 14 December, to discuss the
25X1 memoranda readability survey. [] is now preparing in final form the survey questions and arrangements are being made to meet soon with the DD/I Office representatives.

g. Clerical Training

(1) During the week of 10 December, there were 46 people in Clerical Induction Training and 23 people in Clerical Orientation.

(2) The results of the Official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 10 December, were as follows: One person tested in shorthand did not qualify; of 2 people tested in typewriting, 1 qualified.

h. Instructor Training

Nothing to report.

S-E-C-R-E-T

~~S-E-C-R-E-T~~

1. Visual Aids Staff

The weekly activities report of VAS is attached.

3. PERSONNEL NOTES

a. The Office of Security approved Miss request for permission to serve as Program Chairman for the new Washington Reading Improvement Association.

25X1



25X1

Acting Chief, Intelligence School

~~S-E-C-R-E-T~~